

To all Contractors/Vendors:

The purpose of this memo is to publish the implementation of Wide Area Workflow (WAWF). Wide Area Workflow(WAWF) is the wave of the future for Federal Electronic Commerce.

What is Wide Area Workflow?

Wide Area Workflow (WAWF) is a secure web-based application. It is intended to fulfill two functions:

1. Allow customers to process receiving reports electronically with direct routing to DFAS.
2. Allow contractors to invoice electronically with direct routing to DFAS. It also provides the capability to process one document to serve as both invoice and receiving report.

WAWF provides the capability for one document to serve as both invoice and receiving report. It is currently being implemented here at Ft. McPherson, GA. The Department of Defense has mandated that Wide Area Workflow will be used for electronic receiving reports and invoicing.

Electronic invoicing is mandatory as required by Defense Federal Acquisition Regulation Supplement (DFARS) Clause 252.232-7003. WAWF will be implemented on 1 July 2005. This means once the clause is included in the contract, the contractor/vendor is not authorized to submit a hard-copy invoice.

WAWF is the concept of being able to route work documents online to DFAS and other agencies internally and externally. The goal is to convert all paper transactions such as the acceptance memo and invoices to electronic format.

Because this system is new and many are not familiar with it, DFAS is willing to work with contractors and the government to make this a smooth transition. When DFAS receives a proper paper invoice, the contract/mod date will be checked. If before 1 Jul 05, DFAS will pay it. If 1 Jul 05 and later, DFAS will pay it for a limited time only; then send a notice to the vendor telling them they should use e-invoicing. The notice will state the vendor can request a temporary exception to e-billing thru their Contracting Officer. If they do, then the Contracting Officer, vendor, and DFAS VP Site Manager must mutually agree on an alternate method and length of time for exception.

Contractors/Vendors can submit invoices and receiving reports electronically using one of three methods to submit data into WAWF:

1. Interactive Web-application
2. Electronic Data Interchange (EDI)
3. Secure File Transfer Protocol (SFTP)

These choices do not result in significant cost or require changes to existing processes. **Vendors who submit many invoices and/or receiving reports or have many line items on each**

**document should use SFTP or EDI** to submit data into WAWF. Vendors already using EDI will most likely prefer to use EDI with WAWF. SFTP would be less expensive to implement than EDI for new users. After vendors upload a file to the WAWF system using SFTP/EDI, a system generated e-mail message will notify them of any accepted transactions, accepted transactions with modified data, or rejected transactions.

The WAWF's interactive Web-application has a session time-out feature, which means it is only appropriate for Contractors/Vendors who can enter and submit their invoices and/or receiving reports in a short amount of time.

Additionally, the Contractor/Vendor will receive system-generated emails advising them of action taken by the Government Inspection and Acceptance Officials. If a receiving report or invoice is rejected, the Contractor/Vendor will have the capability to correct the data and resubmit-thus only the individual data elements need to be corrected as opposed to retyping the entire document. Finally, the Contractor/Vendor will be able to view previously submitted documents and determine the current status, review actions taken by Government officials (to include access to the name, email and phone numbers), and as appropriate initiate follow-on actions.

#### Help for Accessing the WAWF Application

Contractors/Vendors providing services and/or products to the DoD are authorized access to create invoices and Receiving Reports and electronically route them to the appropriate DoD Officials. Within WAWF, Contractors/Vendors also have the ability to monitor the status of the documents as the appropriate officials process them. Finally, if it is necessary for the Government Official to reject the data for correction, the Vendor can access the application and ONLY correct the specific data required and resubmit the entire data package.

Click here for WAWF Registration Help: <https://wawf.eb.mil/vreg.htm>